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PTO Form 1963 (Rev 05/2006)  
OMB No. 0651-0055 (Exp. 07/31/2015)

## Combined Declaration of Use of Mark in Commerce and Application for Renewal of Registration of a Mark under Section 8 & 9

(15 U.S.C. § § 1058 & 1059)

TEAS - Version 5.3 : 01/17/2015

You must file a Section 8 declaration, specimen, and fee on date that falls on or between the ninth (9th) and tenth (10th) anniversaries of the registration, and each successive ten-year period thereafter (or, for an extra fee of \$100.00 per class, you may file within the six-month grace period). Also, you must file a renewal application within the same period (or, for an extra fee of \$100.00 per class, you may file within the six-month grace period following the registration expiration date). FAILURE TO FILE THIS DOCUMENT WILL RESULT IN CANCELLATION/EXPIRATION OF THE REGISTRATION. **Note:** Because the time for filing a ten-year Section 8 declaration coincides with the time for filing a Section 9 renewal application, you may use this combined §§ 8 & 9 form.

**NOTE:** You must complete any field preceded by the symbol "**\***".

**WARNING:** This form has a session time limit of 60 minutes. Your "session" began as soon as you accessed this initial Form Wizard page. If you exceed the 60-minute time limit, the form will not validate and you must begin the entire process again; you can, however, [extend the time limit](#). You should always try to have all information required to complete the form prior to starting any session.

\* [Enter a Registration Number:](#)

(required only if completing the form for the first time)

**WARNING: Be sure you are entering a registration number and NOT a serial number.**

OR

Access **previously-saved data** using the "Browse/Choose File" button below to access the file from your local drive. NOTE: For specific instructions, please click [here](#). **FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN THE DISPLAY OF YOUR DATA IN AN XML FORMAT THAT CANNOT BE EDITED.** NOTE: Do NOT attempt to use the button below to upload an image file (for example, a specimen). You must use the button that will be presented for that purpose *within the proper section of the actual form*.

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Each field name links to the relevant section of the "[HELP](#)" instructions that will appear at the bottom of the screen. Fields containing the symbol "\*" **must** be completed; all other relevant fields should be completed if the information is known.

**Important:** ONCE THIS FORM IS SUBMITTED ELECTRONICALLY, THE OFFICE WILL IMMEDIATELY PROVIDE THE SENDER WITH AN ELECTRONIC ACKNOWLEDGMENT OF RECEIPT. Please contact [TEAS@uspto.gov](mailto:TEAS@uspto.gov) if you do not receive this acknowledgment within 24 hours of transmission (or by the next business day).

### Contact Points:

For **general** trademark information, please e-mail [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov), or telephone 1-800-786-9199. If you need help in resolving **technical** glitches, please e-mail [TEAS@uspto.gov](mailto:TEAS@uspto.gov). Please include your telephone number in your e-mail, so we can talk to you directly, if necessary. For **status** information, use <http://tsdr.uspto.gov>.

**NOTE:** Do NOT attempt to check status until at least 72 hours after submission of a filing, to allow sufficient time for our databases to be updated.

### Instructions

To file this form, please complete the following steps:

1. Fill out all fields for which information is known. Fields with a \* symbol are mandatory for filing purposes and must be completed.
2. Validate the form, using the "button" at the end of the form. If there are errors, go back to step 1.
3. Use the Pay/Submit button at the bottom of the Validation Screen. This will allow you to choose from 3 different [payment methods](#): credit card, automated deposit account, or electronic funds transfer. After accessing the proper screen for payment, and making the appropriate entries, you will receive a confirmation screen if your transmission is successful. Or, use the "Download Portable Data" Button to save your work for submission at a later time.
4. You will receive an e-mail acknowledgement of your submission.

<b>Registration Number:</b>	
<b>Mark:</b>	
<b>Registration Date</b>	
<b>Currently Authorized Correspondence E-mail Address</b>	<b>Primary Email Address:</b> <b>Secondary Email Address:</b>

**NOTE:** If the e-mail address listed above is either no longer correct for receiving USPTO correspondence or contains a typographical error, then make the appropriate change in the "Correspondence Section" of this form, along with a reauthorization for the USPTO to communicate with you by e-mail.

1. Is an [attorney](#) filing this form?

**NOTE:** The USPTO considers powers of attorney to end upon either (1) the date of registration; or (2) the final acceptance or denial of a required post-registration filing. Therefore, if you answer YES to this question and file this form, the USPTO will presume that you are the registrant's attorney. This filing will automatically update the "Attorney of Record" and the "Correspondence Address" data fields in the USPTO's [TSDR system](#). After submission of this form, it is not necessary to file a separate Appointment of Attorney form or Change of Correspondence Address form. Once the USPTO recognizes an attorney with respect to the submission of a required post-registration filing, such as an affidavit under Section 8, an application for renewal under Section 9, etc., the USPTO will recognize only that attorney for [all submissions related to that filing](#), such as responses to Office actions, petitions, etc., unless and until the registrant revokes and appoints a new power of attorney or the filing is completely resolved (e.g., by acceptance, renewal, or abandonment).

☐ Yes ☒ No

2. Do you want to appoint a [Domestic Representative](#)?

☐ Yes ☒ No

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**Owner Information**

☐ Check this box to **modify** the owner name that appears below if the name does not identify the current owner of the registration.

Note: If this change relates to a change in the correspondence address or e-mail, please use the [Change of Correspondence Address Form](#).

**WARNING:** If the entity or person whose name appears immediately above is **not** the current owner of the registration, you must change the owner information prior to transmission of this form. Please explain any change you make in the "Miscellaneous Statement" field to avoid the possibility of an Office action being issued.

**1. Transfer of Mark**

If there has been a transfer of ownership after filing the application, you should record this transfer with the Assignment Services Branch. This can be filed through the USPTO website at <http://etas.uspto.gov>. In the alternative, you may submit evidence of the change in ownership without recording it, by either submitting a copy of the document transferring ownership, or an explanation of the transfer, supported by an affidavit or declaration under 37 C.F.R. §2.20.

\*Name However, the USPTO records will not be updated and the registration will not issue in the correct owner name unless you record the transfer with the Assignment Branch.

**2. Mistake in owner name**

If there is a minor clerical error in the owner's name or a non-existent legal entity was improperly identified as the owner, this mistake may be corrected on the form with an explanation. NOTE: You may not add a different owner or designate another legal entity as the applicant. For examples of other correctable errors, see TMEP 1201.02(c).

**To enter the change in the owner name:**

- (1) check the box above (top) that appears to the left of the words "Check here to modify the owner name.";
- (2) delete the name that appears immediately above;
- (3) type in the name of the current owner of the application; and
- (4) explain why you are changing the owner in the "Miscellaneous Statement" field.

- ☐ DBA (doing business as) ☐ AKA (also known as)  
☐ TA (trading as) ☐ Formerly

**Entity Type**

- ☐ [Individual](#)
- ☐ [Corporation](#)
- ☒ [Limited Liability Company](#)
- ☐ [Partnership](#)
- ☐ [Limited Partnership](#)
- ☐ [Joint Venture](#)
- ☐ [Sole Proprietorship](#)
- ☐ [Trust](#)
- ☐ [Estate](#)
- ☐ [Other](#)

<b>State or Country Where Legally Organized</b>	If U.S. Company <input type="text"/>
	OR If non-U.S. Company <input type="text"/>

Note: You may correct an error or omission in the original listing. However, if the State/Country of Incorporation has actually changed, you should file an [assignment document form PTO-1594](#).

**Internal Address**

* Street Address	<div></div> <p>NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see below), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.</p>
* City	<div></div> <p>NOTE: You must limit your entry here to no more than 22 characters.</p>
* State (Required for U.S. applicants)	<div></div> <p>NOTE: You must include as part of the "city" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</p>
* Country or U.S. Territory	<div></div>
* Zip/Postal Code (Required for U.S. applicants only)	<div></div>
Phone Number	<div></div>
Fax Number	<div></div>
Internet E-mail Address	<div></div> <p>While the application may list an e-mail address for the owner, owner's attorney, and/or owner's domestic representative, <b>only</b> one e-mail address may be used for correspondence, in accordance with <a href="#">Office policy</a>. The owner must keep this address current in the Office's records.</p> <p><input type="checkbox"/> Check here to <a href="#">authorize</a> the USPTO to communicate with the owner via e-mail.</p> <p>NOTE: By checking this box, the owner acknowledges that it is solely responsible for receipt of USPTO documents sent via e-mail. The owner should periodically check the status of its application through <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system, to see if the assigned examining attorney has e-mailed an Office Action. If an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to the owner's security or anti-spam software, or any problems within the owner's e-mail system. All sent actions can be viewed on-line, from <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a>.</p>





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### Goods and/or Services Information

#### **WARNING: Registration Subject to Cancellation for Fraudulent Statements**

You must ensure that statements made in filings to the USPTO are accurate, as inaccuracies may result in the cancellation of a trademark registration. The lack of use on all goods and/or services for which you claim use in a post-registration filing with the USPTO could jeopardize the validity of the registration and result in its cancellation.

#### Enter information for the Class

\* International Class:

Current listing of goods/services:

☒ The mark is in use in commerce on or in connection with **all** goods or services listed in the existing registration for this class; or, the owner is claiming [excusable nonuse](#) for this entire class.

☐ This filing does **not** cover this specific class. This entire class is to be permanently **deleted** from the registration.

☐ **Deleted Goods or Services:** This filing does **NOT** cover the following goods or services for this specific class listed in the registration, and these goods or services are to be permanently **deleted** from the registration: **WARNING:** Any item listed below will be permanently deleted from the registration and at that point may NOT be reinserted.

LEAVE THIS SPACE BLANK IF THE MARK IS IN USE IN COMMERCE ON OR IN CONNECTION WITH **ALL** THE GOODS OR SERVICES IN THE EXISTING REGISTRATION FOR THIS SPECIFIC CLASS, OR IF THE OWNER IS CLAIMING EXCUSABLE NONUSE FOR **ALL** THE GOODS OR SERVICES FOR THIS SPECIFIC CLASS. LIST THE GOODS OR SERVICES TO BE DELETED.

**Remaining Goods or Services:** The mark is in use in commerce on or in connection with the following goods or services listed in the existing registration for this specific class; or if the owner is claiming [excusable nonuse](#), list those specific goods or services to which the claim applies, following the specific instructions [here](#):

ENTER HOW THE **COMPLETE** "FINAL" LISTING SHOULD READ THAT WILL IDENTIFY THE GOODS/SERVICES IN USE IN COMMERCE OR FOR WHICH THE OWNER IS CLAIMING EXCUSABLE NONUSE (FOLLOW INSTRUCTIONS IDENTIFIED ABOVE) FOR THIS SPECIFIC REGISTRATION (I.E., REMOVE THOSE GOODS OR SERVICES IDENTIFIED IN THE PRECEDING BOX). DO NOT ATTEMPT TO ADD OR MODIFY ANY OTHER WORDING, SINCE SUCH CHANGES ARE NOT ALLOWED.

### Use Information

**NOTE: If deleting an entire class, you can by-pass any fields listed therein as being "mandatory."**

#### \*Specimen Image File

**NOTE:** For an **instructional video** on what is an appropriate specimen for a good or service, click [here](#). (To view video, you must have Windows Media Player installed. For information about downloading Windows Media Player, click [here](#).)

**NOTE:** For attachment, the JPG/PDF image file(s) showing the specimen(s) must be on your local drive. The Specimen File must show the *overall context* of how the mark is used, e.g., on the packaging for the goods or in an advertisement for services, with the mark clearly displayed thereon or within. This image file should **NOT** show *only* the mark by itself.

#### To attach your file, please note that:

\*Click on the 'Attach' button to select the file in JPG/PDF format (not exceeding 5 megabytes per attachment) or .WAV, .WMV, .WMA, .MP3, .MPG, or .AVI format (not exceeding 5 megabytes for sound files or 30 megabytes for motion files).

Click here to Attach Specimen(s)

0 file(s) attached

\*[Describe what the specimen submitted consists of:](#)

[Excusable Nonuse Explanation:](#)

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Attorney Information	
<b>Note:</b> Enter current attorney information, <i>below</i> , to update the "Attorney of Record" and "Correspondence Address" fields in the USPTO's <a href="#">TSDR system</a> automatically. Filing of separate forms for that purpose is not necessary.	
* <a href="#">Correspondent Attorney Name</a>	<input type="text"/>
<a href="#">Firm Name</a>	<input type="text"/>
<a href="#">Docket/Reference Number</a>	<input type="text"/>
<a href="#">Other Appointed Attorney(s)</a>	<input type="text"/>
<a href="#">Internal Address</a>	<input type="text"/>
* <a href="#">Street Address</a>	<input type="text"/> <small>NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i>), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, <i>e.g.</i>, St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.</small>
* <a href="#">City</a>	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 22 characters.</small>
* <a href="#">State</a> (Required for U.S. applicants only)	<input type="text"/> <small>NOTE: You must include as part of the "city" entry any information related to geographical regions (<i>e.g.</i>, provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (<i>e.g.</i>, Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</small>
* <a href="#">Country or U.S. Territories</a>	<input type="text"/>
* <a href="#">Zip/Postal Code</a> (Required for U.S. applicants only)	<input type="text"/>
<a href="#">Phone Number</a>	<input type="text"/>
<a href="#">Fax Number</a>	<input type="text"/>
<a href="#">Internet E-mail Address</a>	<div>Email Address <input type="text"/></div> <div><input checked="" type="checkbox"/> Check here to <a href="#">authorize</a> the USPTO to communicate with the registrant or its representative via e-mail. <small>NOTE: While you may list an e-mail address for the registrant, registrant's attorney, and/or registrant's domestic representative, <b>only</b> one e-mail address may be used for correspondence, in accordance with <a href="#">Office policy</a>. You must keep this address current in the Office's records. NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system, to see if the Post Registration Division has e-mailed an Office Action. If an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to e-mail security or anti-spam software, or any other problems with your e-mail system.</small></div>





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Correspondence Information	
<b>* <a href="#">Correspondent Name</a></b>	Monica B. Richman
<b><a href="#">Firm Name</a></b>	<input style="width: 90%;" type="text"/>
<b><a href="#">Docket/Reference Number</a></b>	<input style="width: 90%;" type="text"/>
<b><a href="#">Internal Address</a></b>	<input style="width: 90%;" type="text"/>
<b>* <a href="#">Street Address</a></b>	<input style="width: 90%;" type="text"/> <small>NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i>), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, <i>e.g.</i>, St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.</small>
<b>* <a href="#">City</a></b>	<input style="width: 90%;" type="text"/> <small>NOTE: You must limit your entry here to no more than 22 characters.</small>
<b>* <a href="#">State</a></b> <small>(Required for U.S. applicants only)</small>	<input style="width: 90%;" type="text"/> <small>NOTE: You must include as part of the "city" entry any information related to geographical regions (<i>e.g.</i>, provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (<i>e.g.</i>, Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</small>
<b>* <a href="#">Country or U.S. Territories</a></b>	<input style="width: 90%;" type="text"/>
<b>* <a href="#">Zip/Postal Code</a></b> <small>(Required for U.S. applicants only)</small>	<input style="width: 90%;" type="text"/>
<b><a href="#">Phone Number</a></b>	<input style="width: 90%;" type="text"/>
<b><a href="#">Fax Number</a></b>	<input style="width: 90%;" type="text"/>
<b><a href="#">Internet E-mail Address</a></b>	<div style="margin-bottom: 5px;">Primary Email Address <input style="width: 80%;" type="text"/> </div> <div style="margin-bottom: 5px;">Secondary Email Address(es) <input style="width: 80%;" type="text"/> </div> <div style="margin-bottom: 5px;">Enter up to 4 addresses, separated by either a <b>semicolon</b> or a <b>comma</b>.</div> <div> <input checked="" type="checkbox"/> Check here to <a href="#">authorize</a> the USPTO to communicate with the registrant or its representative via e-mail.  <small>NOTE: While you may list an e-mail address for the registrant, registrant's attorney, and/or registrant's domestic representative, <b>only</b> one e-mail address may be used for correspondence, in accordance with <a href="#">Office policy</a>. You must keep this address current in the Office's records. NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system, to see if the Post Registration Division has e-mailed an Office Action. If an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to e-mail security or anti-spam software, or any other problems with your e-mail system.</small> </div>

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**Miscellaneous Information**

**To attach your file, please note that:**

\*Click on the 'Attach' button to select the file in JPG/PDF format (not exceeding 5 megabytes per attachment) or .WAV, .WMV, .WMA, .MP3, .MPG, or .AVI format (not exceeding 5 megabytes for sound files or 30 megabytes for motion files).

[Click here to Attach/Remove Miscellaneous](#)

0file(s) attached

**Miscellaneous Statement:** Enter information for which no other section of the form is appropriate.

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Fee Information	
Combined §§ 8 & 9 Declaration/Application Filing Fee: \$400	
<a href="#">Number of Classes</a>	1
<b>Note:</b> The filing fee is computed based on the Number of Classes in which the goods and/or services associated with the mark are classified.	
Combined §§ 8 & 9 Declaration/Application Filing Fee (Number of Classes x \$400 (per class))	\$ 400
Grace Period Fee: \$200 (if filing during the six-month grace period, enter the Combined §§ 8 & 9 Declaration/Application Grace Period Fee)	
Grace Period Fee (Number of Classes x \$200 (per class))	
Total fee paid (Note: The total fees paid is the sum of the Combined §§ 8 & 9 Declaration/Application filing fee due and the grace period fee due, if applicable.)	
Combined §§ 8 & 9 Declaration/Application Filing fee + Grace Period fee	
<b>NOTE:</b> Three payment options ( <a href="#">credit card</a> , <a href="#">automated deposit account</a> , and <a href="#">Electronic Funds Transfer</a> ) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.	

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### Signature Information

Click to choose ONE [signature method](#):

☒ [Sign directly](#) ☐ [E-mail Text Form to second party for signature](#) ☐ [Handwritten pen-and-ink signature](#)

### Electronic Signature

The form will not be "signed" in the sense of a traditional paper document. To verify the contents of the above, the signatory must enter any alpha/numeric character(s) or combination thereof **of his or her choosing**, preceded and followed by the forward slash (/) symbol. The USPTO does **not** determine or pre-approve what the entry should be, but simply presumes that this specific entry has been adopted to serve the function of the signature. Most signatories simply enter their names between the two forward slashes, although acceptable "signatures" could include /john doe/, /jd/, or /123-4567/.

### DECLARATION

#### Section 8: Declaration of Use and/or Excusable Nonuse in Commerce

*Unless the owner has specifically claimed excusable nonuse, the mark is in use in commerce on or in connection with the goods/services identified above, as evidenced by the attached specimen(s) showing the mark as used in commerce.*

The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. Section 1001, and that such willful false statements and the like may jeopardize the validity of this submission, declares that all statements made of his/her own knowledge are true and all statements made on information and belief are believed to be true.

#### Section 9: Application for Renewal

*The registrant requests that the registration be renewed for the goods/services identified above.*

\* [Signature](#)

**NOTE:** Only one signature is required, regardless of the number of applicants. The person signing for each section may be different, depending on who has the required knowledge to sign.

\* [Date Signed](#)

 (MM/DD/YYYY)

\* [Signatory's Name](#)

\* [Signatory's Position](#)

**NOTE:** Enter the appropriate title or the relationship to the applicant - if an individual, enter "Owner;" if an attorney, enter "Attorney of record, **[specify at least one state]** bar member;" if an authorized signatory of a business entity enter, e.g., "President," "Vice President," "General Partner" (if a partnership), or "Principal" (if a limited liability company).

[Signatory's Phone Number](#)

[Go Back](#)

[Add Signatory](#)

[Validate](#)



Navigation History: [Wizard](#) > [Mark Info](#) > [Owner](#) > [Goods/Services](#) > [Attorney](#) > [Correspondence](#) > [Miscellaneous Statement](#) > [Fee](#) > [Signature](#)

Under the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless it displays a valid OMB control number.  
PTO Form 1963 (Rev 05/2006)  
OMB No. 0651-0055 (Exp. 07/31/2015)

## Combined Declaration of Use of Mark in Commerce and Application for Renewal of Registration of a Mark under Section 8 & 9

(15 U.S.C. § § 1058 & 1059)

TEAS - Version 5.3 : 01/17/2015

**On** You completed all mandatory fields (but we have not yet determined whether the information is correct). Please continue below either to print Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9, download and save it, or actually electronically pay the filing fee and submit the validated Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9 to the USPTO for filing.

**STEP 1:** Review the application data in various formats, by clicking on the phrases under Application Data. Use the print function within your browser to print these pages for your own records.

**Note:** It is important that you review this information for accuracy and completeness now. Corrections after submission may not be permissible, thereby possibly affecting your legal rights.

### Application Data

<a href="#">Input</a>	<a href="#">Specimen(s)</a>	<a href="#">XML File</a>	<a href="#">Text Form</a>
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**STEP 2:** If any of the information is incorrect, click on the Go Back to Modify button below to make changes; then re-validate using the Validate Form button at the bottom of the Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9. If there are no errors and you are ready to file electronically, first use your print function within your browser to print each of these pages for your own records. Then, click on the Pay/Submit button below. This will bring up a screen for you to enter the appropriate payment information. After successful entry of the payment information, you will be able to complete the submission to the USPTO.

**STEP 3:** If there are no errors and you are ready to file this response electronically, confirm the email address for acknowledgment. Once you submit a response electronically, we will send an electronic acknowledgment of receipt to the email address entered below. If no email address appears, you must enter one. If we should send the acknowledgment to a different email address, or to an additional address(es), please enter the proper address or additional address(es). **For multiple addresses/receipts, please separate email addresses by either a semicolon or a comma.**

**NOTE:** This e-mail address is only for the purpose of receiving the acknowledgment that the transmission reached the USPTO, and is not related to the e-mail that will be used for correspondence purposes (although it could be the same address). The official e-mail address that the USPTO will use for any communication is whatever appears in the record for that purpose. If necessary, use the Change of Correspondence address form to update an e-mail address, as it will NOT be changed based on the specific entry below.

* E-mail for acknowledgment	<input type="text"/>
To ensure we can deliver your e-mail confirmation successfully, please re-enter your <b>e-mail address(es)</b> here:	
* E-mail for acknowledgment	<input type="text"/>

**STEP 4:** Read and check the following:

### Important Notice:

Once you submit a Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9, either electronically or through the mail, we will not refund your fee, because it is a processing fee for our substantive review.

☐ If you have read and understand the above notice, please check the box before you click on the **Pay/Submit** button.

**STEP 5:** To download and save the form data, click on the [Download Portable Data](#) button at the bottom of this page. The information will be



saved to your local drive. To begin the submission process with saved data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page, at "[OPTIONAL] To access previously-saved data, use the "Browse/Choose File" button below to access the file from your local drive." REMINDER: Do NOT try to open the saved .obj form directly. You must return to the very first page of the form, *as if starting a brand new form*, and then use the specific "Browse/Choose File" button on that page to import the saved file. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

■ **STEP 6:** If you are ready to file electronically:  
Click on the Pay/Submit button, below, to access the site where you will select one of three possible payment methods. After successful entry of payment information, you can complete the submission to the USPTO. A valid transaction will result in a screen that says **SUCCESS!** Also, we will send an e-mail acknowledgment within 24 hours.  
**WARNING:** Click on the Pay/Submit button below **ONLY** if you are now entirely prepared to complete the Pay/Submit process. After clicking the button, you can **NOT** return to the form, since you will have left the TEAS site entirely. Once in the separate payment site, you must complete the Pay/Submit process within 30 minutes. If you are not prepared to complete the process now, you should select the "Download Portable Data" option to save your form, and then complete the Pay/Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.  
**WARNING:** You can **NOT** make any fee payments by *credit card* from 2 a.m. to 6 a.m. Sunday EST. To file during this specific period, you **must** use either the deposit account or electronic funds transfer payment method; or, you may use the "Download Portable Data" option to save your form, and then complete the Pay/Submit process at a later time with the credit card payment option.

Go Back to Modify

Download Portable Data

Pay/Submit

[Burden/Privacy Statement](#) | [TEAS Form Burden Statement](#)



# Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9

The table below presents the data as entered.

Input Field	Entered
REGISTRATION NUMBER	
REGISTRATION DATE	
SERIAL NUMBER	
MARK SECTION	
MARK	
ATTORNEY SECTION (no change)	
NAME	
FIRM NAME	
INTERNAL ADDRESS	
STREET	
CITY	
STATE	
POSTAL CODE	
COUNTRY	
PHONE	
FAX	
EMAIL	
AUTHORIZED TO COMMUNICATE VIA E-MAIL	Yes
CORRESPONDENCE SECTION (no change)	
NAME	
FIRM NAME	
INTERNAL ADDRESS	
STREET	
CITY	

STATE	
POSTAL CODE	
COUNTRY	
PHONE	
FAX	
EMAIL	
AUTHORIZED TO COMMUNICATE VIA E-MAIL	Yes
GOODS AND/OR SERVICES SECTION	
INTERNATIONAL CLASS	
GOODS OR SERVICES	
SPECIMEN FILE NAME(S)	
SPECIMEN DESCRIPTION	
OWNER SECTION (current)	
NAME	
STREET	
CITY	
STATE	
ZIP/POSTAL CODE	
COUNTRY	
LEGAL ENTITY SECTION (current)	
TYPE	
STATE/COUNTRY WHERE LEGALLY ORGANIZED	
LEGAL ENTITY SECTION (proposed)	
TYPE	
STATE/COUNTRY WHERE LEGALLY ORGANIZED	
PAYMENT SECTION	
NUMBER OF CLASSES	1
NUMBER OF CLASSES PAID	1

SUBTOTAL AMOUNT	400
GRACE PERIOD	
TOTAL FEE PAID	
SIGNATURE SECTION	
SIGNATURE	
SIGNATORY'S NAME	
SIGNATORY'S POSITION	
DATE SIGNED	



PTO Form 1963 (Rev 05/2006)  
OMB No. 0651-0055 (Exp 07/31/2015)

**Combined Declaration of Use and/or Excusable Nonuse/Application for  
Renewal of Registration of a Mark under Sections 8 & 9**

**Specimen:**

Back

## Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9

### To the Commissioner for Trademarks:

**REGISTRATION NUMBER:**

**REGISTRATION DATE:**

**MARK:**

The owner, \_\_\_\_\_ a \_\_\_\_\_ legally organized under the laws of \_\_\_\_\_, having an address of \_\_\_\_\_

is filing a Combined Declaration of Use and/or Excusable Nonuse/Application for Renewal of Registration of a Mark under Sections 8 & 9.

For International Class \_\_\_\_\_, the mark is in use in commerce on or in connection with **all** goods or services listed in the existing registration for this specific class: Arranging and conducting business conferences; arranging and conducting trade show exhibitions in the field of communications; trade shows in the field of communications; providing trade information about the communications industry ; or, the owner is making the listed excusable nonuse claim.

The owner is submitting one(or more) specimen(s) showing the mark as used in commerce on or in connection with any item in this class, consisting of a(n)

[Specimen-1](#)

A fee payment in the amount of \$600 will be submitted with the form, representing payment for 1 class(es), plus any additional grace period fee, if necessary.

### Declaration

#### Section 8: Declaration of Use and/or Excusable Nonuse in Commerce

*Unless the owner has specifically claimed excusable nonuse, the mark is in use in commerce on or in connection with the goods/services identified above, as evidenced by the attached specimen(s) showing the mark as used in commerce.*

The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. Section 1001, and that such willful false statements and the like may jeopardize the validity of this submission, declares that all statements made of his/her own knowledge are true and all statements made on information and belief are believed to be true.

#### Section 9: Application for Renewal

*The registrant requests that the registration be renewed for the goods/services identified above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_